

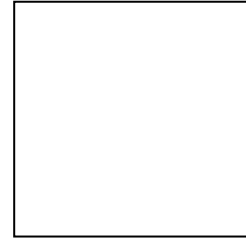
## **Contact information**

**Name: Aastha Shrestha**

**Address: Dillibazar, Kathmandu**

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## **Personal information**

**Date of birth: 2057-12-20**

**Place of birth: Kathmandu**

**Citizenship: Nepali**

**Gender: Female**

**Nationality: Nepali**

## **Profile Summary**

I am an undergraduate student in a Business and Information System. I am hardworking and enthusiastic student seeking an internship opportunity to expand my skills and gain valuable real-world experience in the field of business and information system development. I hope to make a difference in the world by adapting a hands-on approach to solve the problems I face.

## **Skills**

- Excellent fluency in both written and spoken English and Nepali
- Excellent Leadership skills
- Excellent Interpersonal skills
- Good at adapting in new environment
- Good in teamwork
- WordPress
- Canvas
- Good knowledge in Microsoft Office( Word, Excel, PowerPoint)
- Good telephone etiquette

- Good in writing

### Academia

Level	Institution	Year	GPA
Secondary Education Examination (SEE)	Occidental Public School	2017	3.40
National Examination Board (NEB)	Global College of Management(GCM)	2019	3.46(CGPA )
Bachelors in Business Information Systems(BBIS)	Kathmandu University (KU)	2023	Running

### Trainings

- Workshop in Web Designing
- Digital Marketing online course by Digital Saugat

### Extra-Curricular Activities

- Volunteered in Nepal Scout
- Member of Society of Business Information Students (SBIS)
- Attended webinar on “What gets you hired” organized by BBIS 3<sup>rd</sup> year 2021
- Attended “Orientation and Discussion Session on Share Market” program organized by Society of Business Information Students (SBIS), KUSOM Finance Club and Rotaract Club of KU
- Member of Kathmandu University Youth Red cross circle [KUYRCC]
- Member of Kathmandu University School of Management Information System Club [KUSOM ISC]
- Volunteered in 27<sup>th</sup> convocation of Kathmandu University
- Participated in “Build to Solve” an Entrepreneurship Skill Development workshop and was awarded the team with “Best Ideator”

### Employment History

January 2022– Dec 2022

Content writer • KUSOM ISC • Lalitpur, Bagmati Province

[It was my first experience actually as a content writer. Every Thursday and Friday, I used to write articles for this club. I've learned a variety of skills, including how to communicate in a group and how to operate in a group.]

June 2022-Sep 2022

Research Assistant Intern • Green Hydrogen Lab, Kathmandu University • Dhulikhel, Bagmati Province

[Handled Administrative part, Documentations]

### **Hobbies**

- Listening music
- Watching series
- Editing videos
- Digital Art
- Sketching

**I hereby certify that all the information I have provided above is completely true to my knowledge.**